

Capacity Development Program Checklist
New Non-Transient Non-Community Water Systems (NTNCs)

Any Water System
PID N-XXXX WSID #VT00XXXXX

Review Date:

Updated:

- ☐ Recommended Pre-Application Meeting with WSD office
➤ Meeting between applicant and WSD Staff

Source and Construction Permit (NTNC)

- ☐ Source Permit Application submitted (date received:)
- ☐ GWUDI Determination complete (date issued:)
- ☐ Source Protection Plan approved (date approved:)
- ☐ Water Quality Results submitted
- ☐ Source info entered into database as proposed
- ☐ Construction Permit Application submitted (date received:)
- ☐ Plans & Specifications received (date received:)
- ☐ Engineering Report received (date received:)
- ☐ Approved Long Range Plan (date approved:)
- ☐ Construction info entered into database as proposed
- ☐ Source and Construction Permit issued (date issued:)

Operating Permit Criteria (all must be completed prior to receiving a Permit to Operate)

- ☐ Compliance with Appendix A source water and infrastructure requirements
- ☐ Approved Operation and Maintenance manual (date approved:)
- ☐ Retention of a VT certified operator (detailed owner/operator contract)
- ☐ Approved as-built/record drawings (approved:)
- ☐ Submit Officials Contact form (date issued:)
- ☐ Operating Permit Application submitted by water system Owner (submitted:)
- ☐ Bacteriological Sampling Plan (submitted:)
- ☐ Lead and Copper Sampling Plan (submitted:)
- ☐ Disinfection By-Product (if applicable) Sampling Plan (submitted:)
- ☐ Operating Permit issued

This (fact sheet/form/application) and related environmental information are available electronically via the internet. For information visit us through the Vermont Homepage at <http://www.vermont.gov> or visit VT DWGWP directly at www.drinkingwater.vt.gov

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